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23 September 1954

MEMORANDUM FOR: Deputy Director/Administration

ATTENTION : Management Staff

SUBJECT : Centralization of ORR and OCI
Graphic Facilities

1. In accordance with the agreement reached between the AD/CI, AD/RR and the DDI, it is requested that necessary administrative action be taken to transfer the Graphics Branch, Cartography Division, ORR to OCI and merge it with the Technical Branch, Presentations Division.

2. At my request a review was recently conducted of the graphic facilities of ORR and OCI to determine the most efficient and effective organization for meeting the heavy requirements of the DD/I offices for graphic services. Under the present organization the Graphics Branch of ORR, with six positions, and the Technical Branch of OCI, with seven positions, are maintaining similar facilities. Based on the study, it has been determined that full utilization of the production capacities of the two graphics sections can be achieved best through their merger into a single unit and that, because of the special security requirements, the services should be centralized in the Special Center under the jurisdiction of the AD/CI.

3. The mission and functions of the Cartography Division, ORR, including the Special Support Branch located in the Special Center, will continue as at present except for graphics.

4. The combined service will provide centralized graphic support for all the DD/I offices and will include NSC requests in addition to the DCI briefing aids, requests from the Office, DCI, design work for Agency certificates and medals, and other specific support as required.

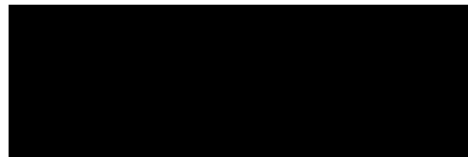
5. Attached is a listing reflecting the present

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T/O's of the Technical Branch and the Graphics Branch and the Graphics Branch and the proposed T/O for the new centralized unit. The proposed merger will be accomplished within present personnel ceiling and fund allocation to the DD/I area. It is requested that the six ceiling positions assigned to the Graphics Branch of ORR be transferred to the OCI allocation to provide a total of 13 for the new unit and the balance in ORR allotment Account No. 5-5723-20 be transferred to OCI allotment Account No. 5-5103-20.



ROBERT AMORY, JR.
Deputy Director/Intelligence

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CONCUR:

/s/ Otto E. Guthe
Assistant Director/Research and Reports

CONCUR:

Acting

/s/ [Redacted]
Assistant Director/Current Intelligence

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